

# RESIDENTIAL DEMOLITION CHECKLIST



EDINA BUILDING SAFETY GUIDELINES/INFORMATION <sub>1</sub>			
Application Submittal Requirements – Residential Demolition Permit		2015 MSBC 1300.0130	
subject		code reference	
Inspections Department		approval	
department		approval	
Guidelines	#3 12-28-15	01-04-16	1 of 1
policy number	revision number	effective date	page number



## For Paper Submission

**Instructions:** Please fill out checklist completely and submit with your permit application when all items have been fulfilled.

**SITE ADDRESS:** \_\_\_\_\_

<u>Check if Submitted/Completed</u>	<u>Items Required Prior to Permit Approval</u>
<input type="checkbox"/>	Provide two sets of the of the following: Existing conditions survey. Survey to include: a) Grade elevations at each lot corner b) Grade elevations at four corners (NW, NE, SW, SE) of the existing foundation c) Elevation at top of entry floor
<input type="checkbox"/>	Public Works has been notified at 952.826.0375 to turn off curb stop and remove water meter. Please allow a minimum of 48 hours advance notice. Date notified: _____
<input type="checkbox"/>	Sewer and Water disconnect: Permit Number ED_____ Approved by _____ Date: _____
<input type="checkbox"/>	<b>Signature</b> _____ contractor/property owner verification Electrical service is disconnected.
<input type="checkbox"/>	<b>Signature</b> _____ contractor/property owner verification Natural Gas service is disconnected.
<input type="checkbox"/>	Completed <a href="#">Construction Management Plan</a> , signed by prime contractor
<input type="checkbox"/>	A copy of the Neighborhood Meeting Notification letter
<input type="checkbox"/>	Copy of the list of properties within 300' of the perimeter of the site that were sent notification letters. <i>*Mailing labels may be purchased by contacting the Planning Dept. at 952.826.0369.</i>
<input type="checkbox"/>	Copy of contract from a licensed abatement contractor verifying the removal of hazardous materials was properly handled, or an asbestos survey indicating the dwelling requires no removal of such materials per MDH Regulations <a href="http://www.health.state.mn.us/divs/eh/asbestos/factsheets/asbregpamphlet.pdf">http://www.health.state.mn.us/divs/eh/asbestos/factsheets/asbregpamphlet.pdf</a>
<input type="checkbox"/>	Provide site safety plan. 4' safety fencing shall enclose existing basement perimeter/excavations with steep slopes.
<input type="checkbox"/>	Required sign has been posted on site at least 5 days before demolition w/ minimum 4" height address numbers in contrasting color (reflective if possible) and a minimum of 48" above grade.
<input type="checkbox"/>	Effective <b>July 1, 2015</b> : Tree Protection Plan required per <a href="#">Ordinance No. 2014-25</a> <b>Tree survey may be required</b>
<input type="checkbox"/>	Is shoring required? (YES or NO) When shoring is required: Provide a shoring plan signed by a MN registered engineer.
<input type="checkbox"/>	Dust control plan. Edina City Code Sec. 10-111(g) states <i>"Dust control is the responsibility of the permit holder. As weather permits, materials subject to demolition shall be thoroughly dampened with water so as to prevent dust."</i> For fire hydrant access, allowed May 1 <sup>st</sup> Oct 31 <sup>st</sup> or other as approved by Public Works, please visit the Public Works Facility (7450 Metro Blvd) to apply for a <a href="#">Hydrant Permit</a> . A private water truck may also be utilized.

**\*Before commencing demolition, please notify Redevelopment Coordinator at 952.833.9521 or [CLarson@EdinaMN.gov](mailto:CLarson@EdinaMN.gov) no later than 4:00PM the day before demolition begins.**

### PLEASE NOTE:

- Prior to release of permit, an onsite inspection will be conducted to verify: signage, silt fence, storm drain inlet protection (seasonal), proper construction entrance and tree protection fencing. If these items are not complete, permit will not be issued.
- If new home construction will not begin immediately following demolition, call Inspections at 952.826.0372 for a hole inspection verifying the removal of all construction debris prior to any filling.
  - Call Inspections at 952.826.0372 after site is filled to match adjacent grade and turf has been established. Restoration required within 30 days of demolition.
- Minnehaha Creek [www.minnehahacreek.org](http://www.minnehahacreek.org) (952.471.0590) and Nine Mile Creek Watershed Districts [www.ninemilecreek.org](http://www.ninemilecreek.org) (952.835.2078) are notified of all demolition permit applications. If you are also applying for a new building permit for your site, please apply for any required watershed permits to expedite the process.

**Demo permits are reviewed and approved by the Building, Public Works and Planning Departments. Review times may vary; applicants should allow one week of review time if submittals are accurate and complete. Submitting incomplete plans and documents will cause delays to the review process.**

**I acknowledge that all required items on the list above are included/have been completed:**

Contact person: \_\_\_\_\_ Signature: \_\_\_\_\_